# Foundation Training Setup Guide

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**v1.06**

This Foundation Training Setup Guide is designed to assist you in setting up the Blue Prism Training Environment, ready to begin the Foundation Training.

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## 1. Pre-Requisites: Blue Prism Learning Edition

The following pre-requisites apply if you intend to use the Blue Prism Learning Edition to complete your training:

- Blue Prism Learning Edition successfully installed, which includes the automatic creation of a new Blue Prism database, and manual creation of a password for the **admin account**.
- You have received a Blue Prism license key and activated this online.
- You have access to the Blue Prism Learning Management System (LMS) via your Blue Prism Portal login.

## 1. Pre-Requisites: Blue Prism Trial or Standard Editions

The following pre-requisites apply if you intend to use the Blue Prism Trial or Standard editions to complete your training:

- Blue Prism (version 6.2 or above) installed locally.
- You have a valid Blue Prism license key which you are permitted to use.
- You have access to the Blue Prism Learning Management System (LMS) via your Blue Prism Portal login.
- A new Blue Prism database has been created which must not be a shared database. This can be a local SQL Express database or a standard SQL Server database.
- You have a Blue Prism login for your new Blue Prism training database. The login must be assigned full privileges. You may use the default **admin login id** for your training.

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## 2. Foundation Training Supporting Materials: Self Setup zip

Supporting material for Foundation Training should be downloaded from *Section 1 – Introduction* of this course - *Foundation Training – Self Setup.zip*.

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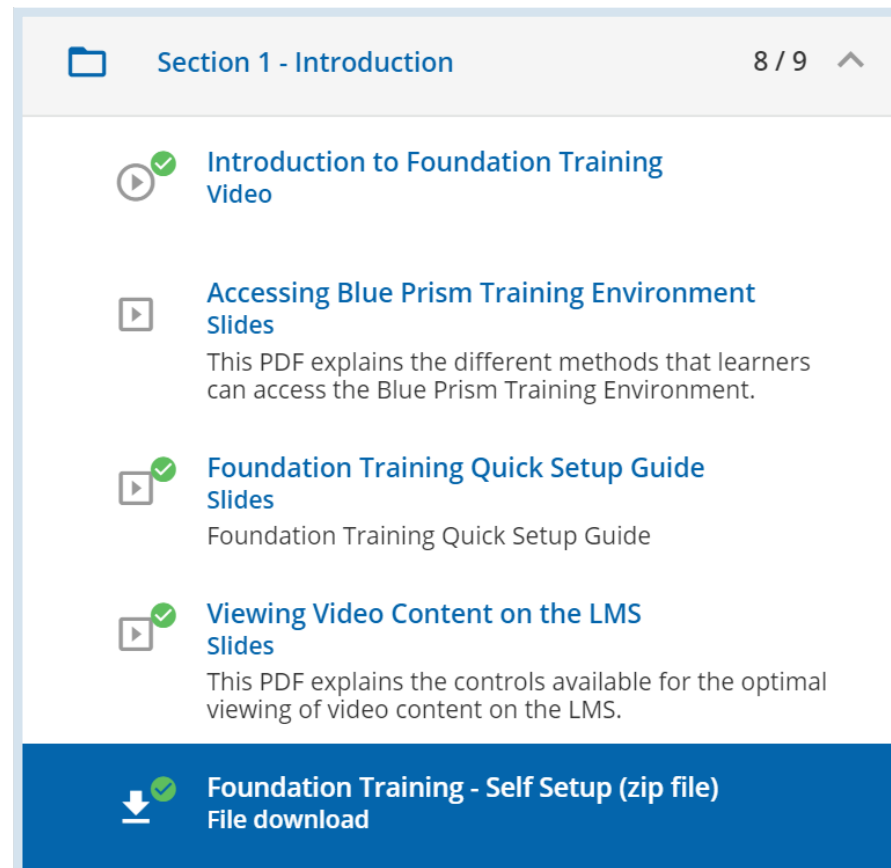
## 3. Training Application: CentrixDataSolutions.exe

Blue Prism Foundation Training uses a single Windows desktop training application (*Centrix Data Solutions*). The application is available in the *Foundation Training – Self Setup.zip*:

- Extract the contents of the *Foundation Training – Self Setup.zip* compressed file.
- Copy the *CentrixDataSolutions.exe* file to *C:\BluePrism\Training\Applications\Windows\* If this folder does not already exist, then please create it.
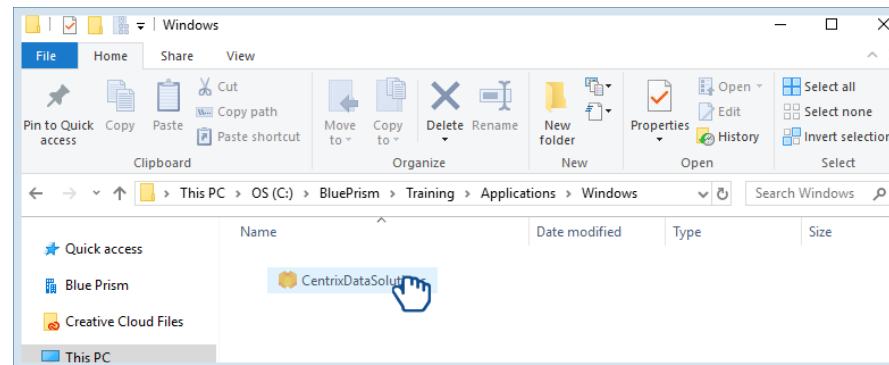


On first run of the *CentrixDataSolutions.exe,* your company virus software may scan the application before allowing you to continue.

*At this stage, there is no requirement to login to the training application – login details will be provided to you in a later section.*

## 4.    Case File: Orders.csv

The case file used throughout the Foundation Training is available in the ***Foundation Training – Self Setup.zip***:

- Extract the contents of the ***Foundation Training – Self Setup.zip*** compressed file.
- Copy the ***Orders.csv*** file to ***C:\BluePrism\Training\Applications\Windows\*** if this folder does not already exist, then please create it.
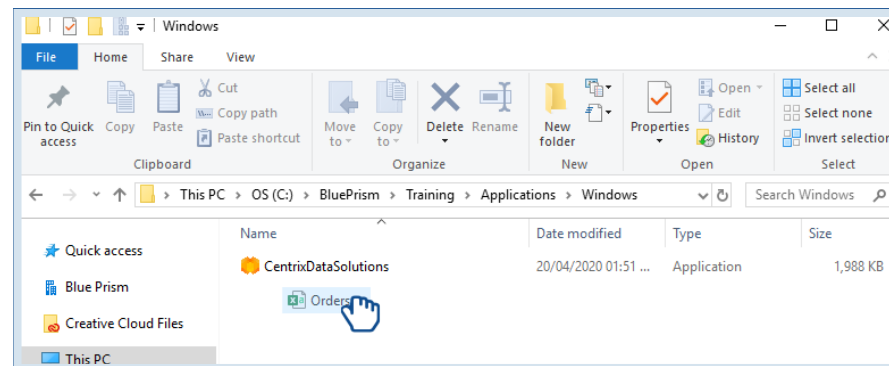


## 5.    Training Environment Setup

A number of steps need to be completed to configure your local Blue Prism Training Environment before you can start Foundation Training. The following sections provide details of these configuration steps and should be completed in the order they are presented.

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## 5    Training Environment Setup: Foundation Training Release Import
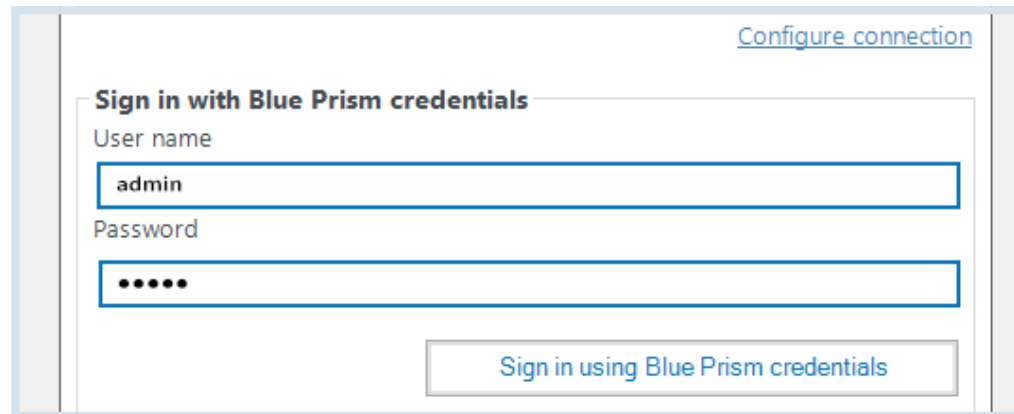
The Foundation Training course relies on a series of pre-existing Processes, Business Objects and Work Queues. These items need to be imported into your Blue Prism Training Environment. Perform the steps below to import these items;

• Open your Blue Prism Training Environment:

If you are using the Blue Prism Learning Edition to complete your training, then login using the **User Name admin** along with the password you created during the installation process. If you are using any other edition use the default login details, below:

User Name: *admin*
Password: *admin*

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## 5    Training Environment Setup: Foundation Training Release Import

- Depending on the version of Blue Prism you have installed, either select *File > Import* or *File > Import Release/Skill*.
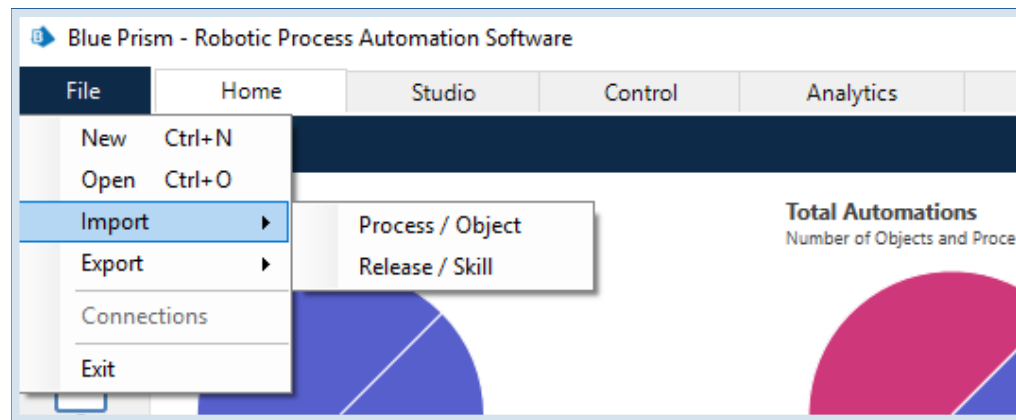


- Click *Browse* and the select *Foundation Training Setup.bprelease* file, which is available in the *Foundation Training – Self Setup.zip*.
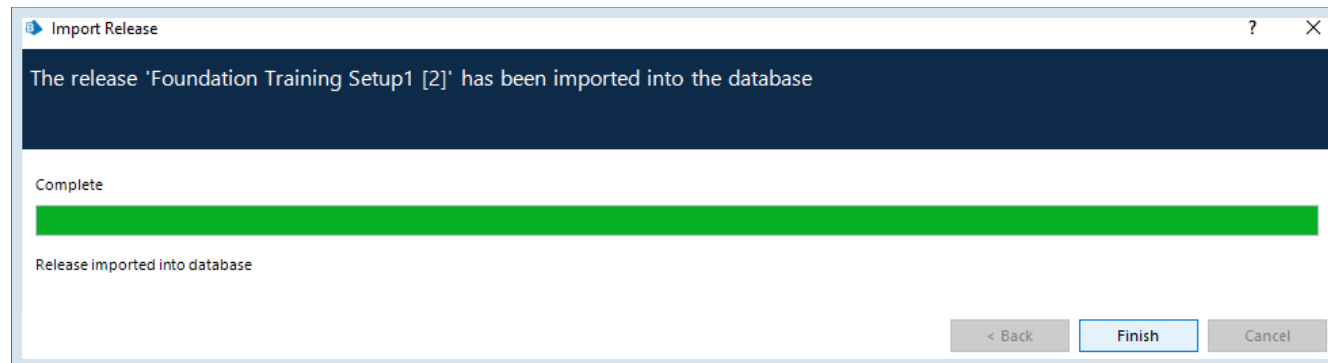
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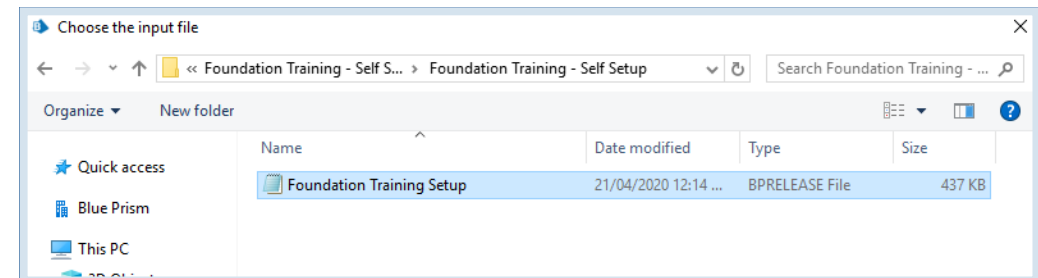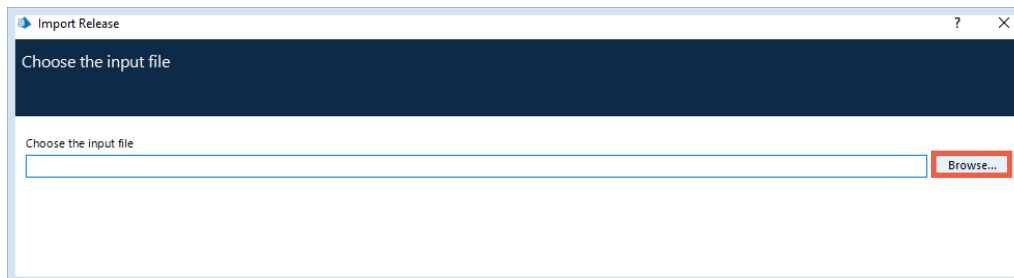
## 5     Training Environment Setup: Foundation Training Release Import

- Click **Next**.



- Click **Finish**.



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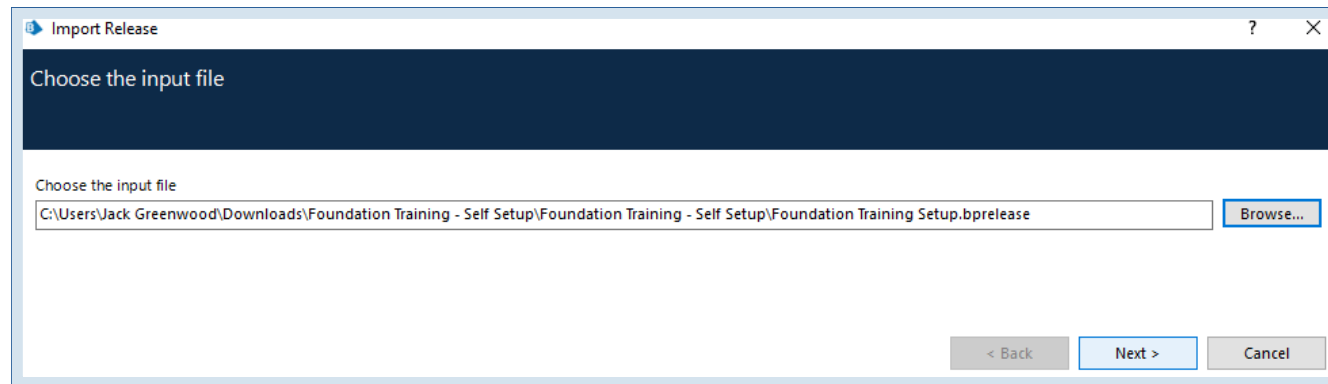
## 5   Training Environment Setup: Load Work Queue Data

In preparation for Section 9 of Foundation Training, the Work Queue created as part of the Release import in Section 5.1 requires training data to be loaded to the Work Queue. Perform the steps below to load this data:

- Click on **Studio** or the **Studio icon**.

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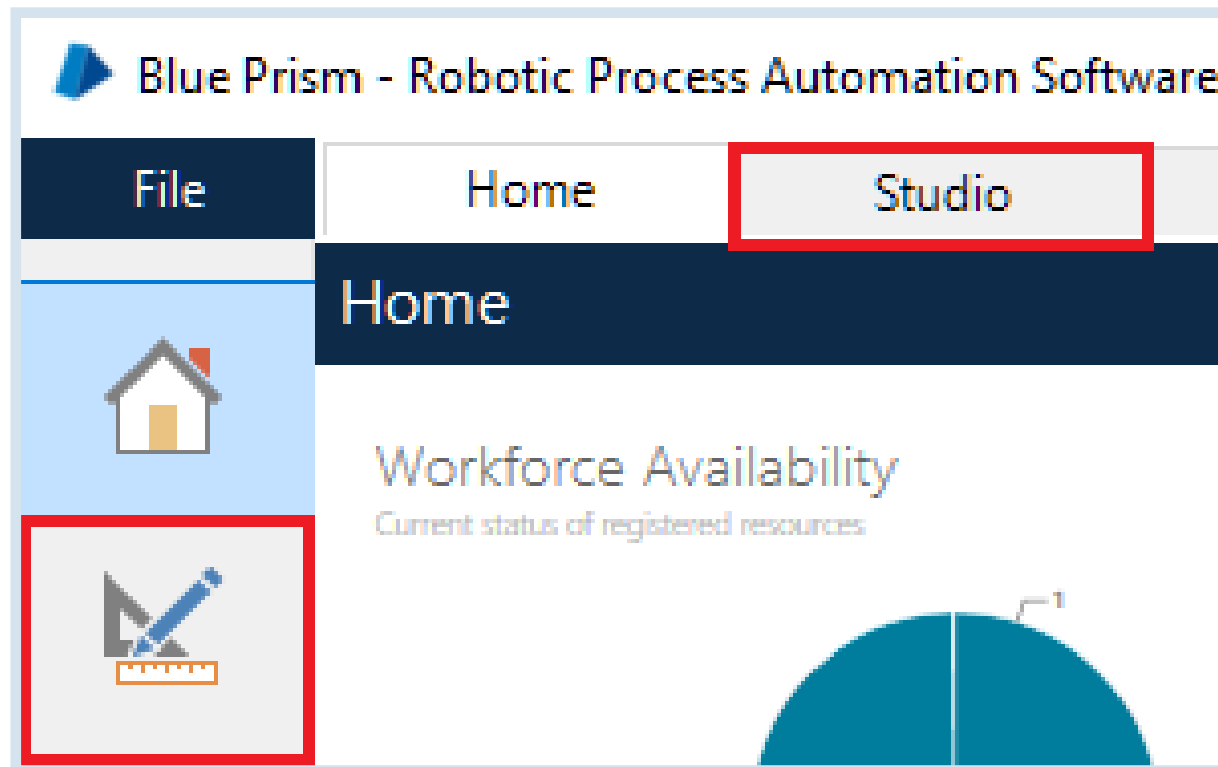
## 5  Training Environment Setup: Load Work Queue Data

- Double-click on the **_Load Queue_** Process.
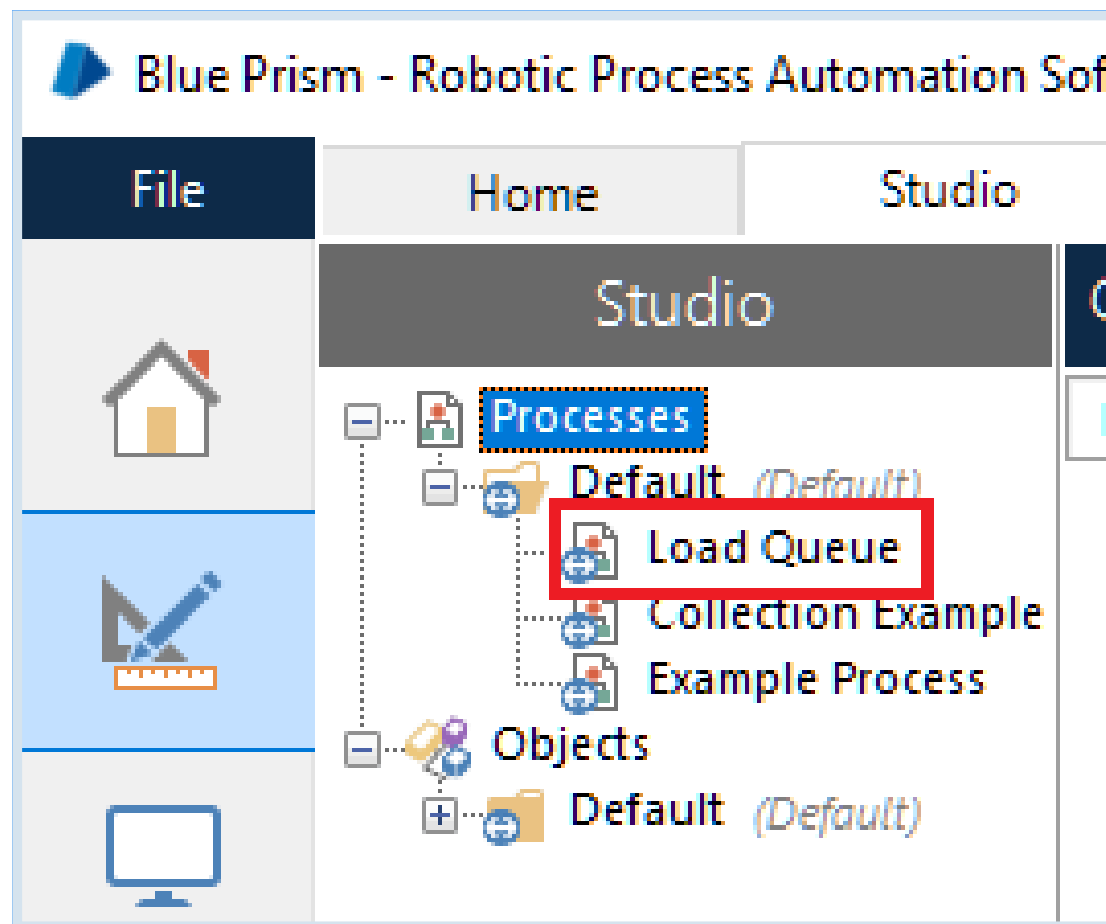
## 5    Training Environment Setup: Load Work Queue Data

- Run the Process by clicking the **Play** button on the toolbar.
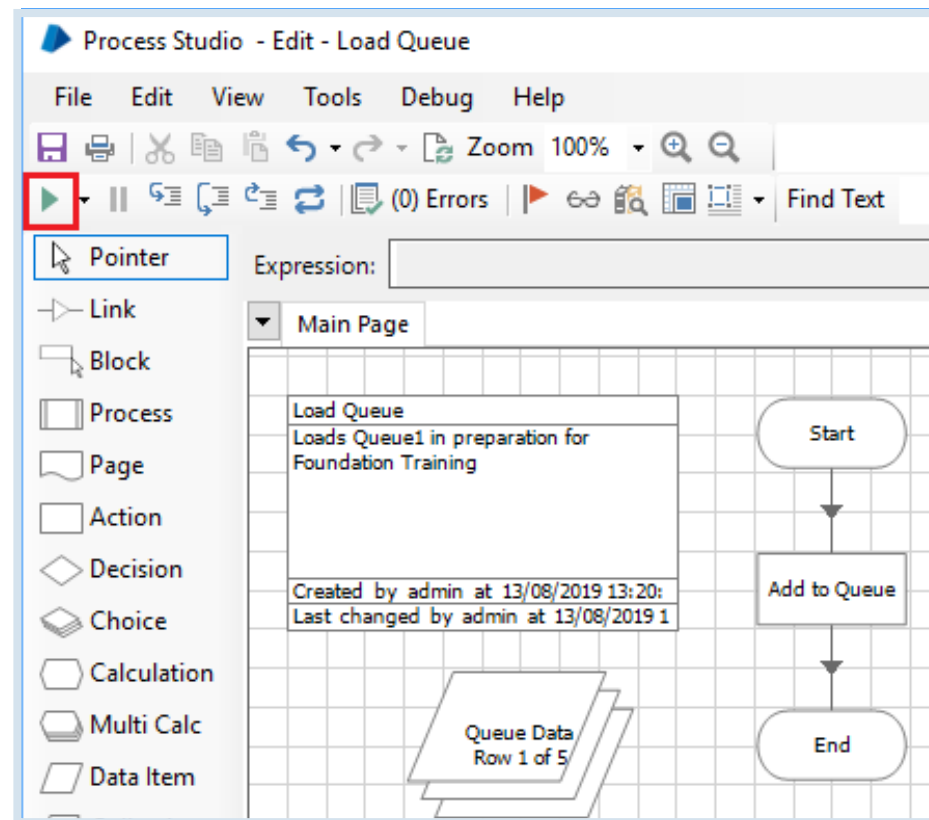


- You can now close the Process.

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## 5    Training Environment Setup: Enable your local Digital Worker

Certain activities within Foundation Training will require you to run your processes on a local Digital Worker.

To enable your local Digital Worker:

- Click on the System or the System icon.

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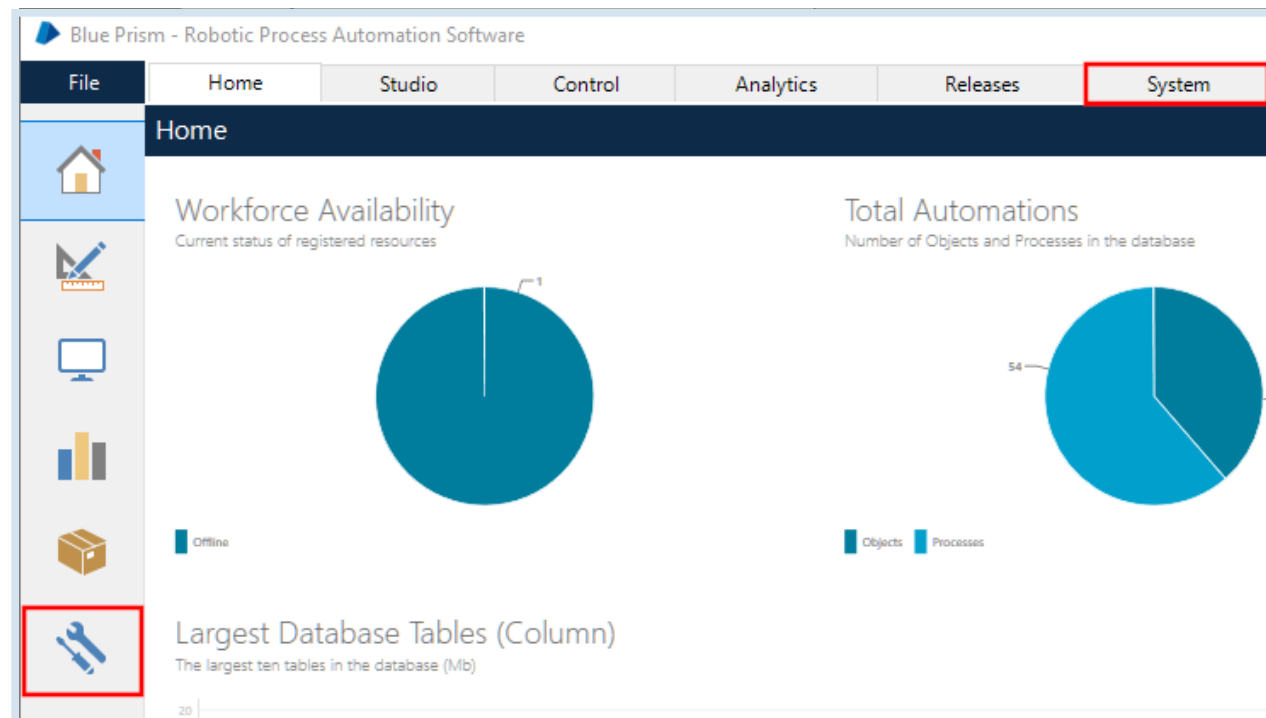
## 5    Training Environment Setup: Enable your local Digital Worker

- Select **Settings** from the System group.
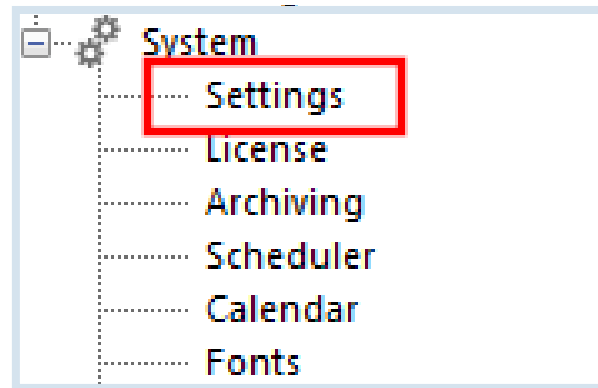


- Locate the Local Device Settings area and ensure the ***Start a personal Runtime Resource on this machine when users sign in to Blue Prism*** is checked.
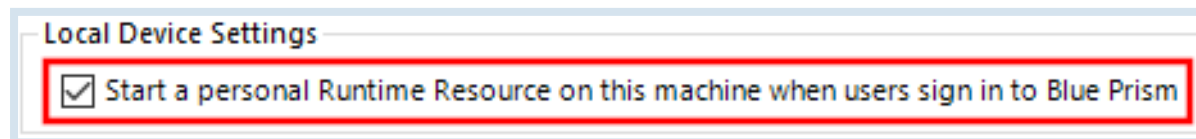


You are now ready to begin Foundation Training.

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# Thank you!

## Please use the resources in the zip file to complete your setup:

CentrixDataSolutions.exe

Orders.csv

Foundation Training Setup.bprelease